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Rec. Mgmt 4-1
Scheduling

30 June 1961

Status of Records Control Schedules

DDS Area

Office	Prepared	Audited	Temporary	Permanent
DDS	Sept 1956	May 1958	73 %	27 %
Special Planning Ass't	March 1959	--------	100	-----
Communications	Nov 1957	--------		
STAT	March 1960	--------	95.6	4.4
Training	May 1956	Aug 1958	98.0	2.0
Comptroller	July 1957	April 1961		
General Counsel	April 1954	April 1961	95.0	5.0
Personnel	Aug 1956	Sept 1960	96.7	3.3
Audit	April 1954	March 1957	68.0	32.0
Logistics	Feb 1957		98.0	2.0
Management *	Sept 1956	Feb 1961	79.0	21.0
Medical	Dec 1953	Feb 1959	98.0	2.0
Security	June 1954	--------	24.0	76.0

* abolished 1 June 1961

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Rec Imprint [redacted]
[redacted]
Scheduling

Status of Records Control Schedules
DDP Area

Organization	Prepared	Audited
Special Assistant to DDP	June 1959	
Central Cover Staff	June 1960	
Commercial Staff	July 1957	
Projects and Programs Staff	July 1960	
Executive Branch Matters Staff (Formerly OCB)	May 1960	
CA Staff	July 1960	
Technical Services Division	May 1961	
Records Integration Division	November 1954	November 1960
STAT [redacted]	June 1960	
Foreign Intelligence Staff	December 1961	
STAT WH/[redacted]	August 1959	
STAT WH [redacted]	May 1961	
STAT [redacted]	May 1960	
Africa Division	November 1956	
Eastern Durope Division	August 1956	
Far East Division	September 1959	
Near East Division		
International Organizations Division		
Southern Europe Division		
Soviet Russia Division		
Western Europe Division		
Western Hemisphere Division		
STAT (Except [redacted]		

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Rec. Mgmt 4-1 [redacted] Scheduling

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Status of Records Control Schedules

DCI Area

Office	Prepared	Audited	Temporary	Permanent
Executive Registry	June 1956	Dec 1959	49.9%	50.1%
Cable Secretariat	Feb 1957	Oct 1960	95.0	5.0
Inspector General	June 1956	-------	23.0	77.0
Assistant, Coordination	Oct 1961	-------	[illegible]	100.0

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Status of Records Control Schedules
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	Orig. Sched. Prepared	Audited	Records Series Cov.	Volume of Rec. Cu Ft	Volume of Perm Cu Ft.	Percent	Volume of Temp Cu Ft	Percent	Volume of Library	Percent
Deputy Director Intelligence										
Deputy Director	Feb. 1956	Nov. 1960	60	272.0	66.4	(25%)	171.6	(62%)	34.0	(13%)
PIC	Aug. 1955		11	154.0	1.0		135.0	(88%)	18.0	(12%)
ONE	Aug. 1954	Aug. 1960	33	298.7	37.8	(13%)	210.4	(70%)	50.5	(17%)
OSI	Oct. 1954	Sep. 1960	33	2772.9	134.3	(5%)	2341.9	(85%)	296.7	(10%)
ORR	Aug. 1955	May 1961	500	27,884.0	425	(1.5%)	26,364.0	(94.5%)	1095	(4%)
OCI	Feb. 1956	May 1960	264	2,281.7	87.5	(3.8%)	1,997.7	(87.6%)	196.5	(8.6%)
OCR	June 1957	Jan. 1959	471	31,807.4	573.5	(2%)	19,491	(61.%)	11,492	(37%)
OEI	July 1955		49	753.0	25.0	(3%)	688	(91%)	40	(5%)
OO										
Office of Chief	Mar. 1955	Aug. 1961	12	31.0	17.3	(56%)	5.7	(18%)	8.0	(26%)
Contacts	May 1954	Aug. 1961	107	1530.0	48.8	(3%)	1340.8	(88%)	140.0	(9%)
FBID	Apr. 1956		80	1117.8	217.8	(20%)	796.0	(81%)	104.0	(9%)
FDD	May 1954	June 1959	69	2582.0	355.0	(14%)	1152.0	(45%)	1075.0	(41%)
Sovmat	1954	Aug. 1957	13	23.2	2.6	(11%)	18.6	(80%)	2.0	(9%)
			1702	71,507.7	1,992.0	(3%)	54,712.7	(77%)	14,551.7	(20%)

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Status of Records Control Schedules
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	Original **Prepared	Audited	Records Series Cov	Volume of Rec Cu Ft	Volume of Permanent	Percent	Volume of Temporary	Percent	Volume of Library	Percent
Deputy Director Plans										
Headquarters	Nov. 1954	Oct. 1957	125	21,450.0	9580.0	(40%)	11870.0	(60%)		
Special Assistant/DDP	June 1959		5							
25X1 WH [redacted]	May 1960		16	193.0	47.1	(24.4%)	145.9	(75.6%)		
FI Staff	Aug. 1959		371	2,064.6	334.1	(16%)	1730.5	(84%)		
25X1 [redacted]	June 1960		18	33.8	17.8	(52.7%)	16.0	(47.3%)		
Abolished 7-1-61 RD [redacted]	July 1957		11	23.6	3.3	(13%)	11.3	(48%)	9.0	(39%)
	June 1960		15	192.9			192.9	(100%)		
	May 1960		7	10.2	.8	(8%)	9.4	(92%)		
Covert Action Staff	July 1960		153	789	126.6	(16%)	662.4	(84%)		
RID	Nov. 1960		228	11072.4	208.7	(2%)	10863.7*	(98%)		
25X1 [redacted]	July 1960		25	118.3			118.3	(100%)		
25X1 WH [redacted]	May 1961		18	35.2	6.2	(18%)	23.0	(65%)	6	(17%)
Tech. Serv. Division	May 1961		192	3853	2.5	(½%)	3594.5	(93%)	256	(6¼%)
Totals			1059	18386.0	747.1	(4%)	17367.9	(94.5%)	271	(1.5%)
Field										
25X1 [redacted]	Nov. 1956		213	650	2.0	(1%)	616.0	(94%)	32.0	(5%)
	Aug. 1956		166	935	6.3	(1%)	635.0	(68%)	294.0	(31%)
	Sep. 1959		48	107	.1	(1%)	106.9	(99.9%)		
Totals			427	1692	8.4	(½%)	1,357.9	(80%)	326.0	(19½%)

(*8712 not broken down)

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Status of Records Control Schedules
30 June 1961

	Orig. Sched. Prepared	Audited	Items	Volume of Cubic Feet	Volume of Permanent	Percent	Volume of Temporary	Percent	Library Material	Percent
Office of Director										
Executive Registry	June 1956	Dec. 1959	15	91.8	46.0	(50.1%)	45.8	(49.9%)		
Cable Secretariat	Feb. 1957	Oct. 1960	20	119.5	5.0	(3%)	111.5	(95%)	3.0	(2%)
Inspector General	June 1956		4	6.5	5.0	(77%)	1.5	(23%)		
Assistant for Coordination	Oct. 1961			8.0	8.0	(100%)				
			39	225.8	64.0	(28%)	158.8	(71%)	3.0	(1%)

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Status of Records Control Schedules
30 June 1961

SECRET

	Orig. Sched. Prepared	Audited	Items	Volume of Cubic Feet	Volume of Permanent	Percent	Volume of Temporary	Percent	Library Material	Percent
Deputy Director Support										
Office of Deputy Director	Sep. 1956	May 1958	25	56.9	15.5	(27%)	41.4	(73%)		
Special Planning Assistant	Mar. 1959		2	2.5			2.5	(100%)		
Communications	Nov. 1957		36 Hqt 19 Fld	2,054.0						
25X1 [redacted]	Mar. 1960		65	146.2	6.4	(4.4%)	139.8	(95.6%)		
Training	May 1956	Aug. 1958 Partial	325	5020.	105.0	(2%)	3454	(69%)	1461	(29%)
Comptroller	July 1957	Apr. 1961	336	5395.0						
General Counsel	Apr. 1954	Apr. 1961	23	670.9	37.9	(5%)	45.0	(7%)	588	(88%)
Personnel	Aug. 1956	Sep. 1960	427	2683.5	98.8	(3%)	2584.7	(96.7%)		
Audit	Apr. 1954	Mar. 1957	10	61.0	19.6	(32%)	28.9	(48%)	12.5	(20%)
Credit Union	Apr. 1958		19	48.7	20.1		28.6			
Logistics	Feb. 1957		362	2783.4	55.5	(2%)	2435.1	(88%)		
25X1 Logistics [redacted]		June 1961	19	54.5			54.5	(100%)		
Management (Abolished 6/1/61)	Sep. 1956	Feb. 1961	80	375	7.8	(21%)	200	(53%)	97	(26%)
Medical	Dec. 1953	Feb. 1959	81	910.0	14.0	(2%)	662.0	(74%)	234.0	(24%)
Security	June 1954		107	3615.0	2779.0	(76%)	836.0	(24%)		
Totals			1936	23,896.6	3,159.6	13%	10,512.5	44%*	2,392.5	10%

* 33% not broken down

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Reg Mgmt 41 Scheduling

DDP Complex

Office	Schedule Prepared	Audited	Volume cu. ft.
DD/P Overall	Nov. 1954	Oct. 1957	21,450.
Special Assistant	June 1959		---
Cover and Commerical Staff	June 1960 (CCD) July 1957 (Com.)		216.5
25X1 [redacted]	July 1960		118.3
	May 1960		10.2
Covert Action Staff	July 1960		789.
Technical Services Division	May 1961		3,853.
Operations Services			
RID Records Integration Div.	Nov. 1960		11,072.4
WPS War Plans Staff			
25X1 [redacted]	June 1960		33.8
CI			
25X1 [redacted]	Dec. 1961		483.
DPD Develop Projects Div.			
OA Operational Approvals			
FI	Aug. 1959		2,064.6
included in FI			
25X1 [redacted]			
AF Africa			
EE Eastern Europe			
FE Far East			
NE Near East			
IO International Organizations			
SE Southern Europe			
SR Soviet Russia			
WE Western Europe			
WH Western Hemisphere			
[redacted]	May 1961		35.2
25X1	May 1960		193.
			18,869.0
Field			
25X1 [redacted]	Nov. 1956		650
	Aug. 1956		935
	Sept. 1959		107
			1,692

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